


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Helena, MT		2. POSITION NUMBER 00051587	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Clarify This Position GS-0819 Series; JFS for Physical Sciences, GS-1300, 12/97					
		b. Title	c. Service	d. Series	e. Grade
Official Allocation	Env. Eng./Scientist		GS	819/1301	13
4. SUPERVISOR'S RECOMMENDATION	Environmental Engineer/Scientist		GS		13
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Burkland		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e. Drinking Water Unit B		
b. Region 8			f.		
c. Montana Office Office of Water Protection			g.		
d. Media Unit Safe Drinking Water Program			h. EPAYS Organization Code 90814307- *XFBB0000		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<p><input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.</p> <p><input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.</p> <p><input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.</p> <p><input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations, give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.</p> <p><input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.</p> <p><input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.</p>					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such status or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Julie A. DalSoglio, Media Unit Manager			d. Typed Name and Title of Second-Level Supervisor John F. Wardell, Director, Montana Office		
b. Signature 		c. Date 11/16/06	e. Signature 		f. Date 11/16/06
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	c. Functional Code 94
d. Bargaining Unit Code 0013	e. Check, if applicable: <input checked="" type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (20% of time) <input type="checkbox"/> This position is subject to random drug testing ()		f. Signature 		g. Date 1-21-07
11. REMARKS (none)					

ENVIRONMENTAL ENGINEER/ENVIRONMENTAL SCIENTIST
GS-0819-1301-13

Introduction

This position is located in the Media Unit, Montana Office. The incumbent is primarily responsible for the direct implementation of the Safe Drinking Water Act (SDWA) in Indian Country or for Tribally-owned or operated Public Water Systems within the borders of the State of Montana and oversight of any drinking water programs delegated to Tribes therein.

Major Duties and Responsibilities

1. Communicate with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings. Write study proposals, project plans, scientific and technical papers, publications, etc.
2. Accomplish duties related to implementation of SDWA.
3. Review and analyze technical and/or administrative issues in order to implement drinking water programs.
4. Program/Project management
 - a. As PWSS Project Officer provide advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of adequate drinking water policies, plans, and programs. Using established EPA protocols, review, analyze, and recommend modifications of routine projects or portions of complex plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of the SDWA. Develop and analyze data and prepares reports relating to the responsiveness of implementation plans for State, local and/or Tribal drinking water programs.
 - b. Serve as rule manager for one or more National Primary Drinking Water Rules or technical liaison on drinking water programs that include controversial characteristics such as conflicting program goals and requirements. Review, analyze, and recommend actions to ensure local and/or tribal utility compliance with SDWA. Develop and analyze data and prepare reports relating to the responsiveness of implementation plans for State, local and/or Tribal drinking water protection programs.
 - c. Serve as a technical specialist involved in significantly complex drinking water programs that include a variety of controversial characteristics such as conflicting environmental, cultural, and/or political factors. Review, analyze, and recommend modifications of plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of SDWA. Develop and analyze

data and prepares reports relating to the responsiveness of implementation plans for state, local and/or tribal drinking water protection programs.

d. As rule manager or PWSS project officer serve as a technical authority in providing expert advice and assistance to State, local and/or Tribal governments on matters relating to the development, execution and monitoring of the most complex and politically sensitive drinking water policies, plans, and programs. Develop and/or analyze proposals for new or revised drinking water protection regulations and determine their impact on public health.

e. Respond to inquiries from congressional representatives and the general public concerning the interpretation and application of new plans and policies designed to meet program objectives.

5. Work Assignment Manager

a. Serve as a Work Assignment Manager (WAM) who monitors a specific portion of work under a contract for cost-reimbursable, level-of-effort contracts. The WAM is designated in the work assignment and works under the direction and control of a Project Officer.

b. Define and prepare the scope of work for work assignments issued against the contract. Ensure that the proposed scope of work for the work assignment is within the general scope of work for the overall contract. Obtain the proper funding commitments to fund the work assignment. Develop the government's work estimate identifying the level of effort required to complete the work assignment as necessary. Determine the appropriate appropriation/accounting data applicable to the work assignment to aid the Finance Office in properly disbursing funds. Ensure that the use of multiple appropriations is in compliance with the Agency's policy. Calculate the number of work years needed, the proper labor mix, the project schedule and/or milestones, reporting requirements, travel, and government property or equipment, and any other information which the Contracting Officer or contractor properly needs to understand the work requirement being issued.

c. Review and recommend approval/disapproval of the work plans issued by the contractor describing the approach necessary to implement the tasks in the work assignment. Recommend approval/disapproval of any aspect of the proposed work assignment budget except for the costs already established by the contract (fringe and overhead rates, general and administrative costs and fees). Ensure that any consultant or subcontractor identified in the work plan have been properly authorized by the Contracting Officer to perform work on the contract.

d. Monitor and oversee the performance of the work assignment. Provide the necessary government technical direction to the contractor. Review all vouchers submitted by the contractor for payment against the appropriate work assignment and recommend approval or disapproval through the project officer. Review all progress

reports submitted by the contractor in order to properly monitor and control costs as well as ensure contractor performance and use of proposed personnel. Identify and report any subcontractor, cost, performance, or conflict of interest problems to the Project Officer. Review and recommend approval or disapproval of all deliverable products submitted by the contractor under the work assignment. Submit a final report to the Project officer on overall contractor performance, a summary of costs incurred, and a summary of the tasks performed.

Factors

Knowledge Required by the Position (1-8 1550 points)

Mastery of specialty areas in the engineering and/or science field encompassed by the position sufficient to apply new developments and theories to critical and novel problems; extend and modify approaches, precedents, and methods to solve a variety of scientific and/or engineering technical problems with unprecedented aspects; and make decisions or recommendations that significantly affect the content, interpretation, or development of major policies or programs concerning critical or major scientific and/or engineering technical issues. The position requires a mastery of applicable drinking water statutes and regulations.

Supervisory Controls (2-4 450 points)

The supervisor establishes overall objectives and resources available. The supervisor, team leader and engineer/scientist jointly develop projects, priorities and deadlines. The engineer and/or scientist independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting requirements.

Guidelines (3-4 450 points)

Technical, regulatory, and policy guidelines are often broad and nonspecific. The engineer/scientist is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable.

Complexity (4-5 325 points)

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between engineering and/or scientific and management requirements. The work requires originating innovative scientific and/or engineering techniques, establishing criteria and standards applicable to wide range of

scientific and/or engineering problems and conditions, or developing new scientific concepts or approaches that advance the state-of-the-science.

Scope and Effect (5-4 325 points)

The work includes the resolution of a broad range of critical or highly unusual engineering and/or scientific problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The engineer and/or scientist serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of engineering and/or scientific activities and broad policy issues.

Personal Contacts (6-3 60 points)

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

Purpose of Contacts (7-3 120 points)

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

Physical Demands (8-1 5 points)

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcase, or driving or traveling by motor vehicle.

Work Environment (9-1 5 points)

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas, water treatment works or construction sites.

EXTRAMURAL RESOURCES MANAGEMENT DUTIES CHECKLIST

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

EMPLOYEE INFORMATION

Name _____

Position Number 00051587

Title Environmental Eng/Scientist

Series/Grade GS-13

Organization Montana Office

Percentage of Time Spent on Extramural Resources Management

_____ This position has no extramural resources management responsibilities.

☒ Total extramural resources management duties occupy less than 25% of time.

_____ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

_____ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature Julia Salgado Date 11/16/06

Personnel Specialist's Signature Ramon Davis Date _____

Part 1: Contracts Management Duties

Pre-award:

- _____ Plans procurements
- _____ Estimates costs
- _____ Obtains funding commitments
- _____ Prepares procurement request
- _____ Writes statements of work
- _____ Reviews statements of work
- _____ Processes unsolicited proposals
- _____ Responds to pre-awarded conferences
- _____ Participates in pre-award conferences
- _____ Conducts technical evaluation of proposals
- _____ Participates in debriefing/protests
- _____ Other (list)

Post-award:

- _____ Prepares delivery orders
- ☒ Reviews contractor work plans
- ☒ Reviews contractor progress reports
- _____ Monitors government-furnished property
- ☒ Monitors cost, management, and overall technical performance of contract after award
- ☒ Monitors management and performance of delivery orders/work assignments after award
- ☒ Defines scope of work for work assignments
- ☒ Approves payment requests or ACH drawdowns
- _____ Manages cost-reimbursement contracts
- _____ Reviews invoices
- _____ Inspects and accepts deliverables
- _____ Other (list)

Close-out:

- ☒ Writes reports on contractor performance, costs, and tasks performed
- _____ Reconciles payments with work performance
- _____ Closes out payments
- ☒ Performs cost accounting
- _____ Provides assistance to Contracting Officer in settling claims
- _____ Other (list)

Percentage of Time Spent on Contracts Management: 10 %

Part 2: Grants/Cooperative Agreements Duties

Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for areas of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☒ Provides administrative information to applicants
- ☒ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☒ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☒ Reviews/concurs in completed document
- ☒ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☒ Monitors recipient's activities and progress
- ☒ Reviews reports and deliverables and notifies recipient of comments
- ☒ Provides technical assistance to recipients

- ☒ Advises Grants Management Office of potential problems/issues
- ☒ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH drawdown
- ☒ Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price Analysis for recipient contract change orders (Superfund only)
- ☒ When necessary, recommends termination of the agreement
- ☒ Resolves with Grants Management Office administrative and financial issues
- ☐ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

Close-out:

- ☒ Certifies deliverables were satisfactory and timely
- ☒ Provides assistance to recipients and Grants Management Office to ensure timely closeout
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management: 10 %

Part 3: Interagency Agreements Duties

Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates cost
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences

- ☐ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State Contracts payment receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

Percentage of Time Spent on IAG Duties Pre-Agreement: _____ %